

Alliance Public Schools Secretary Job Description

It is the policy of Alliance Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Secretary
- B. Department:** Secretarial/Clerical
- C. Education Level and Certification:** High school degree and courses or training in secretarial skills, word processing, office software and/or personal computers.
- D. Reports To:** Superintendent/Principal
- E. Performance Responsibilities and Job Tasks**
 - 1. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
 - 2. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
 - 3. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
 - 4. Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
 - 5. Locate and attach appropriate files to incoming correspondence requiring replies.
 - 6. Open, read, route, and distribute incoming mail and other material and answer routine letters.
 - 7. Complete forms in accordance with company procedures.
 - 8. Make copies of correspondence and other printed material.
 - 9. Review work done by others to check for correct spelling and grammar, ensure that school format policies are followed, and recommend revisions.
 - 10. Compose, type, and distribute meeting notes, routine correspondence, and reports.
 - 11. Learn to operate new office technologies as they are developed and implemented.
 - 12. Maintain scheduling and event calendars.
 - 13. Schedule and confirm appointments for clients, customers, or supervisors.
 - 14. Manage projects and contribute to committee and team work.
 - 15. Mail newsletters, promotional material, and other information.
 - 16. Order and dispense supplies.
 - 17. Conduct searches to find needed information, using such sources as the Internet.
 - 18. Provide services to customers, such as order placement and account information.
 - 19. Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
 - 20. Prepare and mail checks.

21. Establish work procedures and schedules and keep track of the daily work of clerical staff.
22. Coordinate conferences and meetings.
23. Take dictation in shorthand or by machine and transcribe information.
24. Arrange conferences, meetings, and travel reservations for office personnel.
25. Operate electronic mail systems and coordinate the flow of information, internally and with other organizations.
26. Supervise other clerical staff and provide training and orientation to new staff.
27. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
28. Develop and maintain a positive, professional rapport with students and parents and co-workers.
29. Adhere to the code of ethics of the District for non-certificated staff. The Secretary must serve as a positive role model for staff and students.
30. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.

F. Required Knowledge

The Secretary is to possess and effectively utilize knowledge, required for the position, in the following areas:

1. Clerical—Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
2. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Computers and Electronics—Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
5. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

G. Required Skills and Abilities

The Secretary is to possess and effectively utilize the following skills and abilities:

1. Communication:
 - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
 - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
 - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
 - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing. Understanding written sentences and paragraphs in work related documents.
2. Time Management—Managing one’s own time and the time of others.
 3. Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do.
 4. Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
 5. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 6. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
 7. Near Vision—The ability to see details at close range (within a few feet of the observer).
 8. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
 9. Category Flexibility—The ability to generate or use different sets of rules for combining or grouping things in different ways.
 10. Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
 11. Monitoring—Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
 12. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
 13. Coordination—Adjusting actions in relation to others’ actions.
 14. Instructing—Teaching others how to do something.
 15. Mathematics—Using mathematics to solve problems. The ability to choose the right mathematical methods or formulas to solve a problem. The ability to add, subtract, multiply, or divide quickly and correctly.
 16. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
 17. Service Orientation—Actively looking for ways to help people.
 18. Time Sharing—The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

H. Work Activities

The Secretary is to perform the following work activities:

1. Interacting with Computers—Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information. This includes: using accounting or bookkeeping software, computers to enter, access or retrieve data and using word processing, spreadsheet and desktop publishing software.
2. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
3. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. This includes: filling out school forms, forms of other agencies and purchase requisitions, maintaining appointment calendar, inventory of school and office forms, records, reports, or files, preparing billing statements and financial reports, preparing or maintaining employee records, preparing travel vouchers, processing invoices, payroll documents, records or checks, routing multi-line telephone calls, and typing correspondence.
4. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources. This includes: assisting with business or managerial research.
5. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic form. This includes: documenting provision of services, entering time sheet information, maintaining telephone logs, performing typing or data entry for extended duration, preparing meeting materials and minutes, taking dictation, meeting notes, and messages, transcribing spoken or written information, and typing documents from machine transcription.
6. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
7. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. This includes: compiling data for financial and school reports, compiling itinerary of planned meetings or activities, and reconciling or balancing financial records.
8. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
9. Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail. This includes answering telephone calls and writing school correspondence.
10. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public. This includes greeting staff, students, parents and members of the public.

11. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others. This includes: arranging teleconference calls, developing travel itinerary, making travel reservations, scheduling meetings or appointments, and scheduling or contracting meeting facilities.
12. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job. This includes using oral and written communication techniques.
13. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
14. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
15. Monitoring Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
16. Resolving Conflicts and Negotiating with Others—Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

I. Required Employee Characteristics

The Secretary is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.

J. Working Conditions

1. Inside offices.

2. Work of a repetitive nature.

K. Essential Functions: The essential functions of the Secretary position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Physical Requirements Secretary		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				